

Debra Mary Nicholson-Bassham

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WORK & LEADERSHIP EXPERIENCE

California Public Utilities Commission **San Francisco, California/United States of America**
Associate Government Public Analyst, HR Training Specialist L&D July 31, 2014 – May 20, 2015

- Video Production of Regulatory All-Staff Training into Articulate Storyline platform for LMS
- Schedule Training events, process enrollments, manage training packages, certifications, renewals
- Assess, plan, design, develop professional development training curriculum in Articulate Storyline
- Enroll, track, and process Lynda.com and Articulate Online activity in Master Records

Ear Candle Productions-Creative-Analytical **San Francisco, California/United States of America**
Financial Director, Controller's Office November 2004 – ongoing

- Produce GAAP Financial Statements and Sole Prop Tax Returns (Schedules C, E, SE, 4562, 1040)
- Art Director- CD Art, Promotions
- Assist with Web Design and Production
- Manage Fund Raisers and Promotions of Musical Artists, YouTube Video Productions (Premiere Pro) Shoot, Edit, Compress, upload to LMS, Websites, Youtube.com

Nicholson Business Services-Analyst **San Francisco, California/United States of America**
Consultant, QuickBooks, GAAP Accounting, New Business Development May 1986 – April 2014

- Instrumental in setting up South Park Creative/Technology Industries with GAAP Financial Statements, timely Customer AR, Vendor AP, Local, State, Federal Mandatory Reporting
- Clients with over 2M in billings:
 - Seed Communications; Emeryville, CA
 - Anchor/Manager for husband/wife team: an international traveling film production crew for IBM, Hewlett Packard
 - Emergent Management Corp, San Francisco, CA
 - Anchor/Manager for brother/sister team: an international traveling change management team
 - The Conversation Group, San Francisco, CA
 - Anchor/Manager for international partnership of four: a Social Media Branding team

The Johns Hopkins University **Baltimore, Maryland/ United States of America**
Staff Accountant, Controller's Office Sept 1975 – May 1979

- Reconcile 24 Bank Accounts for all Department Budgets
- Enroll and manage Evening College registrants, and third party billings
- Analyzed options available for computerized accounting records and teamed with the Computer Department to design batching system and implement successful computerized tuition/payment processing
- Approved and processed travel and entertainment expense reports for faculty and staff, and 24 petty cash accounts

Corner Theater Board Treasurer**Baltimore, Maryland/ United States of America***Treasurer, Fund Raiser, Actor-Director*

August 1975 – May, 1979

- Promoted ticket sales, managed bank account, theater management, performer
- Created Fund Raising Event that included all local theater groups to present excerpts of upcoming shows, and raised awareness and money for each group

EDUCATION

San Francisco State University**San Francisco, California/United States of America***Master of Arts in Education-Instructional Technologies*

December 2015

- **GPA:** 3.87 / 4.0; Developed Business Start up Training including GAAP and Sole Prop Taxes
- **Honors:** Deans List; 21st Century Paradox: Training the Unemployed for Self Employment
- **Relevant Coursework:** Multimedia Instruction / Training in Organizations / Instructional Technology Design and Development-ADDIE, Web Design, Articulate Storyline 2, Adobe Photoshop, Premiere Pro, Master Collection, Captivate

City College of San Francisco**San Francisco, California/United States of America***Continuing Education-Accounting/Multimedia*

May 2009

- **GPA:** 3.75 / 4.0;
- **Honors:** Deans List
- **Relevant Coursework:** *Financial Accounting, Managerial Accounting, Auditing, Flash Authoring, DVD Authoring*

Bay Area Video Coalition Digital Directions (Adobe) Mayoral Scholarship**2004-2005****San Francisco State University****San Francisco, California/United States of America***Bachelor of Arts in Speech/Communication, Theater Arts, Education Technology*

May 1984

- **GPA:** 3.67 / 4.0; Arts, Sciences, Humanities and English
- **Honors:** Deans List; CA Teaching Credential- ESL, English, Social Sciences, Humanities
- **Relevant Coursework:** Speech/ Communications, Theater Arts, Teaching Credential: English, Humanities, Social Sciences

The Johns Hopkins University**Baltimore, Maryland/United States of America***Continuing Education Business*

May 1979

- **GPA:** 2.3 / 4.0; Introduction to University Levels
- **Relevant Coursework:** Anthropology, History of Art, Expository Writing, Intro to Accounting, Principles of Management

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in English; Conversational Proficiency in English**Technical Skills:** GAAP; Articulate Storyline 2; Replay; Adobe Master Collection; Premiere Pro**Certifications & Training:** MS Office, CA State Teaching Credential- English, Social Sciences, Humanities; Certified QuickBooks User; ADDIE Learning Processes; Trainer- Curriculum Developer**Activities:** Public Access Video Production; Hunger Project; The Granite Countertops**Interests:** Debits/Credits; Music; Video Production; Lyricist- Singer; Actor-Performance-Speech; Technical-Creative Writer; Training Design and Development; Theater Arts Trainer